TCDSB Web Applications
Secondary ELL Companion
USER MANUAL

Secondary ELL Companion

2013-2014

Data Entry of ELL Students and ESL/ELD Management in Trillium using *Steps To English Proficiency*

Student Management & Procedure

Contact the ELL Department if you have any ESL or ELD related questions at 416 222-8282, extension 2715, or peter.heydon@tcdsb.org.

Table of Contents

1. Accessing the Secondary ELL Companion in Trillium pg 3
2. Accessing All ELL Students pg 3

    Who is on the ELL Student List? pg 4
3. To Find Any Student Not Listed pg 5
4. Printing ELL Student Lists pg 6
5. Help and Manuals pg 7
6. How and when do I use the new ELL Student Tracking Form? pg 7

    Section A - Student Demographic Information pg 8

    Section B - Special Student Information pg 8

    Section C – Initial Assessment pg 8

    Section D – ESL/ELD Program Descriptors pg 9

    Section E - ELL Program Accommodations, Modifications & Assessment pg 10

    Section F - Mathematics Program pg 11
7. Secondary ELL Student Tracking Form Information pg 11
8. Secondary ELL Student Tracking Form Template pg 12

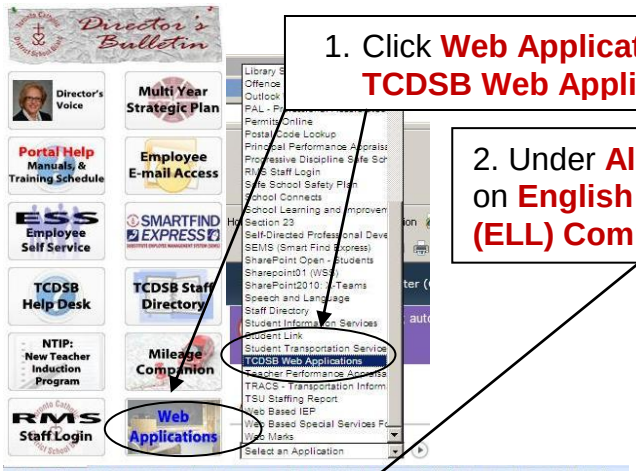
USER MANUAL

Secondary ELL Companion and Student Tracking Form

Version 5.1 September2013

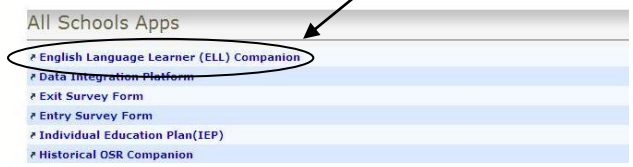
1. Accessing the Secondary ELL Companion in Trillium

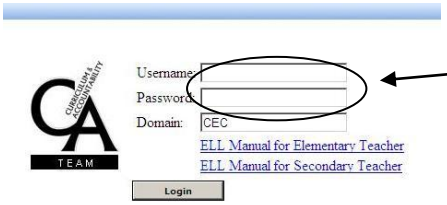
Access the **TCDSB Intranet Web Page** via your Secondary Teacher Link, or enter **'Intranet"** in the "Address" bar and click **"Enter" or "GO".**



1. Click **Web Applications**, then **TCDSB Web Applications**

2. Under **All School Apps** click on **English Language Learners (ELL) Companion**.


School Year: 2013 - 2014 School Name: St. Gabriel Catholic School(0256) Effective Date: 2013/08/27
All Schools Apps
English Language Learner (ELL) Companion
Data Integration Platform
Exit Survey Form
Entry Survey Form
Individual Education Plan(IEP)
Historical OSR Companion



3. Enter your User ID and your Password and click **Login.**

If your Login is successful, the **Secondary ELL Application Menu** is displayed. **If access is denied please contact the Help Desk (helpdesk@tcdsb.org or ext. 4357) to request access.**

2. Accessing All ELL Students

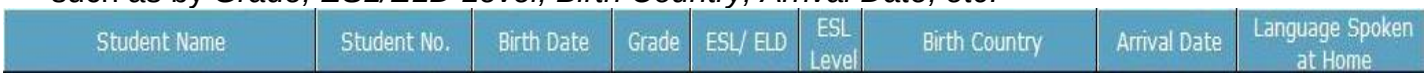
1. Click **Student Management**, then click the **ELL Student List** to list all 'qualified' (students 6 years or less in Canada) English language learners (ELLs). The school's total student number of ELLs is listed at the top.

Click on the **ELL Student List** tab to locate all your ELLs.

Print page – *To print a copy of the* ***ELL Student List*** *from this screen,* ***right-click*** *and select* ***Print.*** *This is also effective if the student list is first* ***sorted by category*** *(see below).*

If a student you are looking for does not appear under this list see page 4 for using the **Search Students** tab to locate them

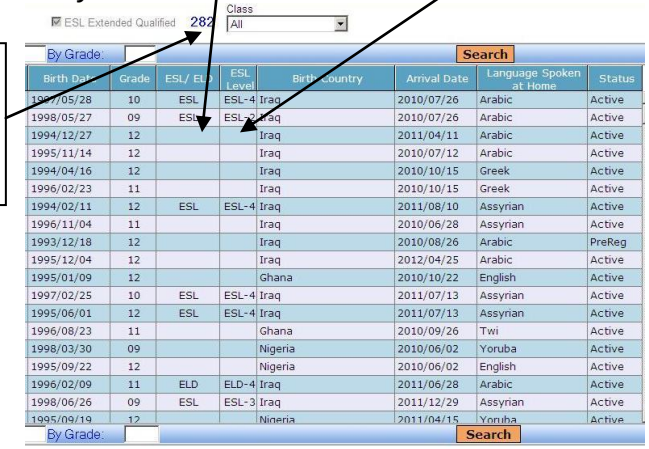
2. **Sorting by Categories –** Students are sorted by name, but clicking on any **heading** in the **blue bar** will enable teachers to sort the student list by the different categories, such as by *Grade, ESL/ELD Level, Birth Country, Arrival Date, etc.*



3. **Program Model** - Double-clicking on any **ESL/ELD** space activates a drop down list so that either **ESL** or **ELD** can be selected (if not indicated), whichever applies to the student.

4. Clicking on the **ESL/ELD Level or Stage** space activates the drop down list for selecting the student **ESL/ELD course level** (1 = A, 2 = B, 3 = C, 4 = D, 5 = E) that applies to the student if not already indicated.

Students can also be selected by course code under Class, i.e., GLC 203-06


ESL Extended Qualified
282
Class
All
By Grade:
Search
Birth Date
Grade
ESL/ ELD
ESL Level
Birth Country
Arrival Date
Language Spoken at Home
Status
1997/05/28 10 ESL ESL-4 Iraq 2010/07/26 Arabic Active
1998/05/27 09 ESL ESL-3 Iraq 2010/07/26 Arabic Active
1994/12/27 12 Iraq 2011/04/11 Arabic Active
1995/11/14 12 Iraq 2010/07/12 Arabic Active
1994/04/16 12 Iraq 2010/10/15 Greek Active
1996/02/23 11 Iraq 2010/10/15 Greek Active
1994/02/11 12 ESL ESL-4 Iraq 2011/08/10 Assyrian Active
1996/11/04 11 Iraq 2010/06/28 Assyrian Active
1993/12/18 12 Iraq 2010/08/26 Arabic PreReg
1995/12/04 12 Iraq 2012/04/25 Arabic Active
1995/01/09 12 Ghana 2010/10/22 English Active
1997/02/25 10 ESL ESL-4 Iraq 2011/07/13 Assyrian Active
1995/06/01 12 ESL ESL-4 Iraq 2011/07/13 Assyrian Active
1996/08/23 11 Ghana 2010/09/26 Twi Active
1998/03/30 09 Nigeria 2010/06/02 Yoruba Active
1995/09/22 12 Nigeria 2010/06/02 English Active
1996/02/09 11 ELD ELD-4 Iraq 2011/06/28 Arabic Active
1998/06/26 09 ESL ESL-3 Iraq 2011/12/29 Assyrian Active
1995/09/19 12 Nigeria 2011/04/15 Yoruba Active
By Grade:
Search

Who is on the ELL Student List?

The ELL Student List contains all students in your school who meet the Ministry criteria for who is considered an English Language Learner.

Under Ministry regulations**,** all students in the province who meet the following criteria would be considered 'qualified' as English Language Learners:

1. Students born in a non-English speaking country;
2. Students who have recently arrived in Canada (within the past 6 years, currently those who have arrived since September 2007);
3. Students who speak a language other than English at home;

Students whose data has been correctly entered at Registration into the Trillium system, usually by the Elementary School, Orientation Centre or Guidance Dept.

Students who do not meet this ELL designation should not be ignored as they may still need support for their courses and/or for the OSSLT. Teachers are advised to also check the Reports function: Go to **Intranet - Web Applications** – **Reports** – **School Reports** – **Students By Language (Mother Tongue)** – select format**.**

All students who speak another language at home (including Canadian-born ELLs) are considered English language learners and may still benefit from accommodations in subject classes and the special provisions provided for ELLs for the OSSLT. Decisions as to who would most benefit from these accommodations should be made on an individual basis and in consultation with subject teachers and the Guidance Department.

3. To Find Any Student Not Listed

Some ELLs who are Canadian-born or from immigrant communities that are not on this list may in fact still need program support. To access these or any other student not found in the **ELL Student List**, users can use the **Search Students** tab. Although the student list will only display about 100 students on the screen at a time, any student in the school can be located as follows:

Search Students lists all students in the school. It is useful in order to find and identify other potential ELLs prior to the Literacy test.

To Search, you have three options shown below:

1. Enter Student Last Name: you need only the **first few letters of the last name**.

OR

2. Enter Student First Name: you need only the **first few letters of the first name**.

OR

3. Enter any Grade: you need to include the two-digit grade (**09, 10, 11, or 12**.)

4. Click on Search; when the search returns, click on the correct student's name.

6. If the student's name has not appeared, check for correct spelling or check if the student is registered in Trillium with a different last name.

4. Printing ELL Student Lists

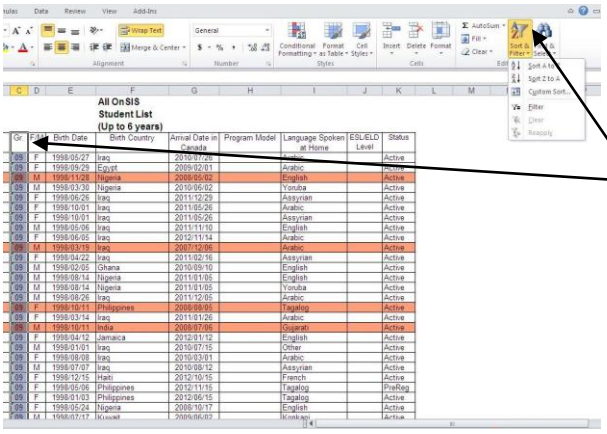
Educators have the option of printing two student lists from the Companion (see the first print option on page 2):

***Note:* If you receive a message, "pop up may be blocked by Google tool bar", hold down the Ctrl key while clicking on the list name again.**

In order to print out any of these class lists, first click the **Reports** tab then **ESL/ELD Report List** - choose the **format** of the list you require, either **Adobe PDF** form (non-changeable) or **Microsoft Excel** (spreadsheet form). These lists are not changeable while in the **Reports** tab but the **Excel** list can be organized by category.

All ELL Student List (up to 6 years) – This is the list of those English language learners who have arrived within the past six years to Canada, or are from non-English speaking homes. This list is useful for identifying all grade 10 ELLs who are first-time eligible for the **Ontario Secondary School Literacy Test.**

Click the **Format** required, select **All ELL Student List,** then click **Print** under **File**. (It may be beneficial to **Save** the list each term in your Documents under "**ELL Folder", (current school year)**.

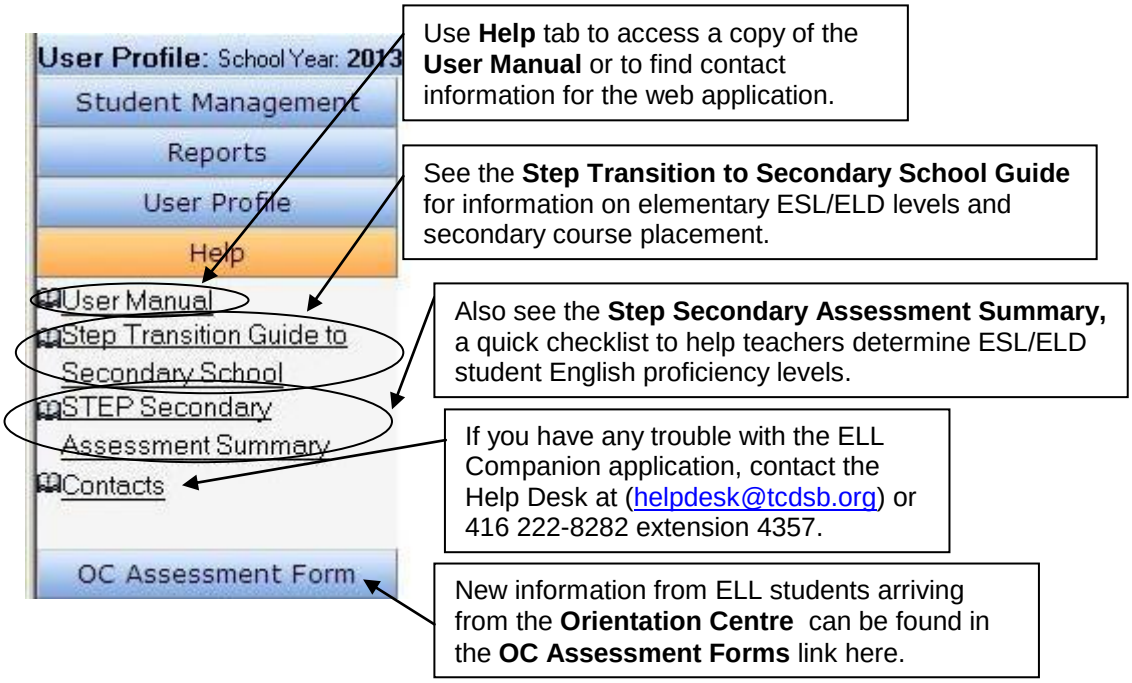


Note: In **Excel** format teachers may sort by numerous categories, i.e., by *Grade, Country of Birth, ESL/ELD Level, Grade, Arrival Date in Canada, Gender,* etc.

On the **All ELL Student List (up to 6 years)**, students highlighted in **red** are simply to indicate that they are outside the funding period of 4 years. They are still entitled to receive ESL/ELD program support if required and may in fact still benefit from program accommodations in their regular courses and from OSSLT Special Provisions.

To review the **Secondary ESL/ELD curriculum document:**
http://www.edu.gov.on.ca/eng/curriculum/secondary/esl912currb.pdf

5. Help and Manuals


User Profile: School Year: 2013
Student Management
Reports
User Profile
Help
User Manual
Step Transition Guide to Secondary School
STEP Secondary Assessment Summary
Contacts
OC Assessment Form
Use Help tab to access a copy of the User Manual or to find contact information for the web application.
See the Step Transition to Secondary School Guide for information on elementary ESL/ELD levels and secondary course placement.
Also see the Step Secondary Assessment Summary, a quick checklist to help teachers determine ESL/ELD student English proficiency levels.
If you have any trouble with the ELL Companion application, contact the Help Desk at (helpdesk@tcdsb.org) or 416 222-8282 extension 4357.
New information from ELL students arriving from the Orientation Centre can be found in the OC Assessment Forms link here.

6. How and when do I use the new ELL Student Tracking Form?

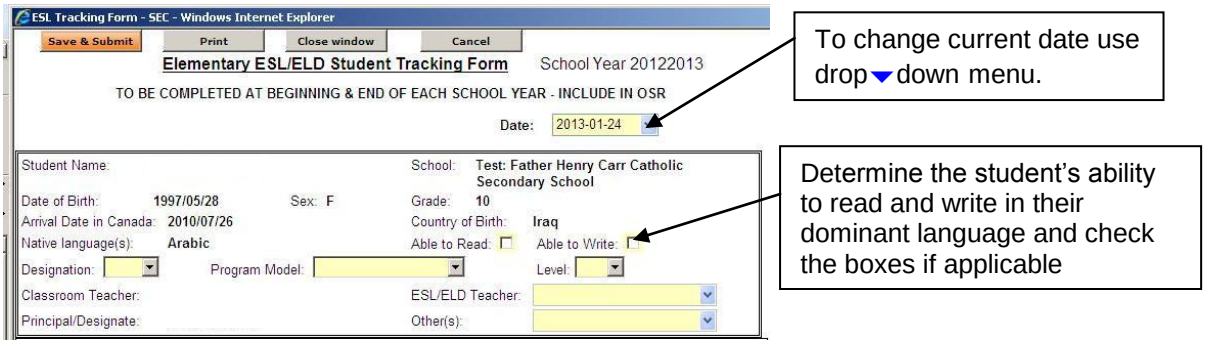
ELL teachers may want to record and track ELL student progress on the **Secondary ELL Student Tracking Form** for any ELL students *who are in an ESL/ELD course*. This form is best completed at the **beginning** of the school year after each English language learner has been assessed as to their proficiency in English (either at the OC or in-house). As well, the form can be completed at the **end** of the school year or **updated throughout** the year if changes in student status occur. A final version of the form should be included in each student's OSR at the end of June. The form can be done in addition to the student Report card. It is also advisable that ELL teachers save an electronic copy of each completed form labelled by student name in a separate ELL file labelled for the school year.

The tracking form is **dynamic** - text boxes will expand as needed, so when printing, the form may print out over several pages. Many boxes contain **drop▾down menu** items to help teachers in selecting the appropriate comments for each student's program. Teachers always have the option to modify, delete parts, or simply add your own comments within the boxes. **Spell Check** is also enabled to ensure accuracy.

Section A Student Demographic Information

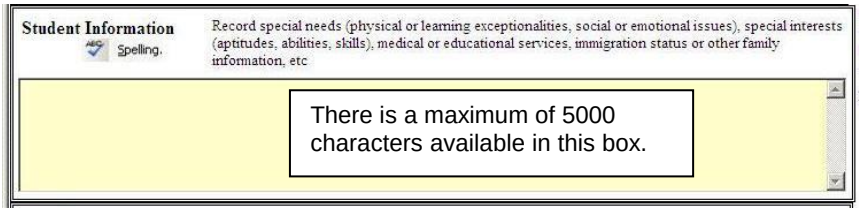
When the school secretary inputs each ELL student's registration information into Trillium, it will automatically feed into this form as well as the student progress/report card. Check this information to ensure its accuracy and avoid later corrections to the system. **Only the school secretary may access Trillium if changes are needed to student information.**

Change the **Date** using the drop▾down menu. There are also two other drop▾down menu buttons, one to note the **ELL Teacher** and the other for any **Other Teachers** who are responsible for student programming, for instance the Special Education teacher if the student has an IEP. ELL teachers will also need to determine the student's ability to **Read** and **Write** in their Native Language(s) and check the appropriate boxes if applicable. A sample of student writing in first language may be obtained for inclusion in the student's OSR.


ESL Tracking Form - SEC - Windows Internet Explorer
Save & Submit
Print
Close window
Cancel
Elementary ESL/ELD Student Tracking Form
School Year 20122013
TO BE COMPLETED AT BEGINNING & END OF EACH SCHOOL YEAR - INCLUDE IN OSR
Date: 2013-01-24
Student Name:
School: Test: Father Henry Carr Catholic Secondary School
Date of Birth: 1997/05/28
Sex: F
Grade: 10
Arrival Date in Canada: 2010/07/26
Country of Birth: Iraq
Native language(s): Arabic
Able to Read:
Able to Write:
Designation:
Program Model:
Level:
Classroom Teacher:
ESL/ELD Teacher:
Principal/Designate:
Other(s):
To change current date use drop▾down menu.
Determine the student's ability to read and write in their dominant language and check the boxes if applicable

Section B Student Information

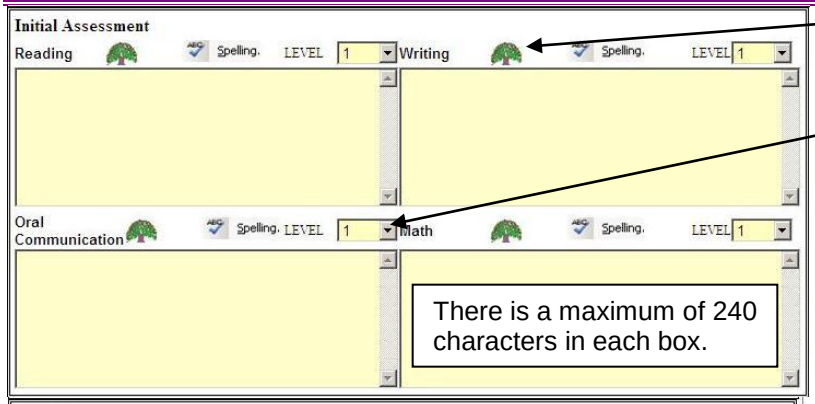
This section of the form is important to note any student information, needs, interests or relevant personal or family information. Remember, only you as ELL teacher and your administrator can access these forms so all information is strictly confidential.


Student Information
Spelling.
Record special needs (physical or learning exceptionalities, social or emotional issues), special interests (aptitudes, abilities, skills), medical or educational services, immigration status or other family information, etc
There is a maximum of 5000 characters available in this box.

Section C Initial Assessment

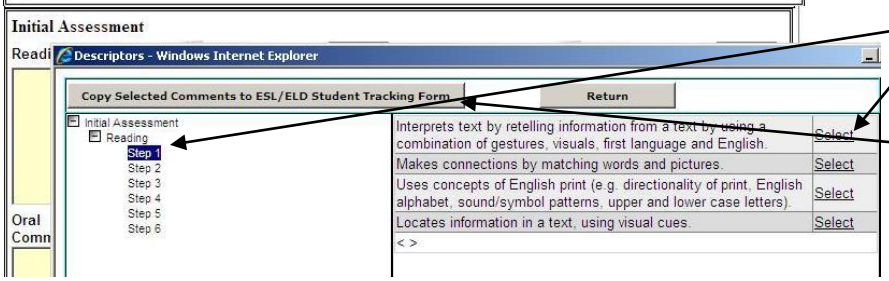
Even though all new ELLs are assessed at the ***TCDSB Secondary Orientation Centre***, these students should be re-evaluated after arriving at the school. Assessment materials for evaluating Oral, Reading, Writing and Mathematics are available for teachers at the Ministry's *ELL Gains* web site at http://www.edugains.ca/newsite/ell2/step/stepflowchart.html.

After assessing the student, the appropriate Step descriptors can be selected by level using the "tree" drop▾down menu selectors.



Click the "trees" to choose the appropriate descriptors

Set the appropriate **Step** level for each skill area


Initial Assessment
Descriptors - Windows Internet Explorer
Copy Selected Comments to ESL/ELD Student Tracking Form
Return
Initial Assessment
Reading
Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
Interprets text by retelling information from a text by using a combination of gestures, visuals, first language and English.
Select
Makes connections by matching words and pictures.
Select
Uses concepts of English print (e.g. directionality of print, English alphabet, sound/symbol patterns, upper and lower case letters).
Select
Locates information in a text, using visual cues.
Select
Oral Comm

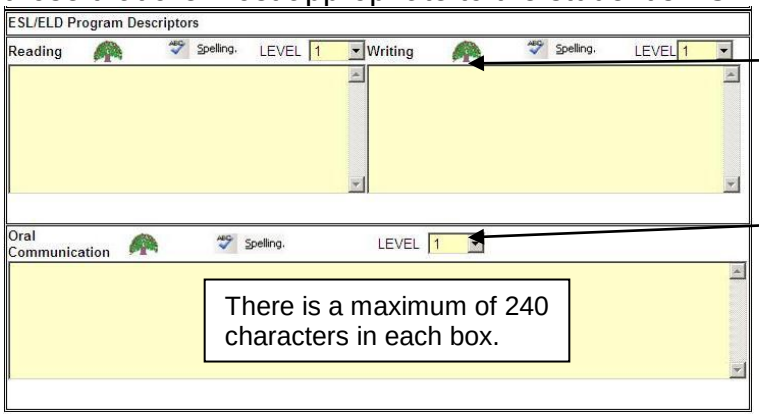
1 Click the **Step** level to choose the descriptors

2 Choose the appropriate descriptors and click **Select**

3 When complete, click the **"Copy Selected Comments…"** to add the comments into the box

Section D ESL/ELD Program Descriptors

These descriptors are all taken from the Ministry document ***Steps To English Proficiency*** in the areas of **Reading**, **Writing** and **Oral Communication**. All descriptors input with a simple point-and-click from the drop▾down menu button. Select those that are most appropriate to the student's ESL/ELD program.

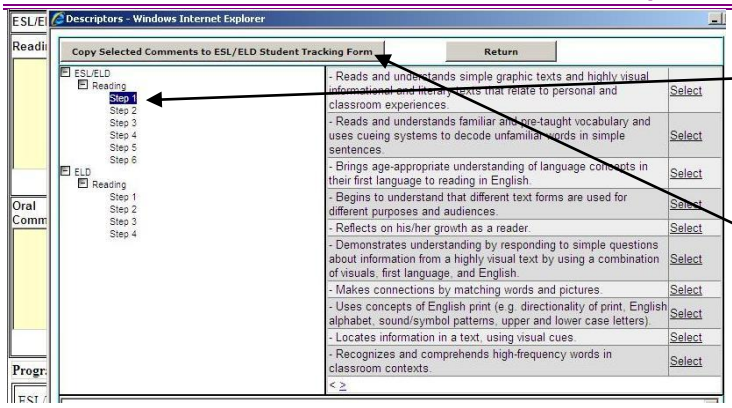


Click the "trees" to choose the appropriate descriptors

Set the appropriate **Step** level for each skill area.

Save & Submit after completing each box.

Teachers reporting on **ELD students** should use the **Oral** field to comment on **ELD Oral Expression and Language Knowledge**.


Descriptors - Windows Internet Explorer
Copy Selected Comments to ESL/ELD Student Tracking Form
Return
ESL/ELD
Reading
Step 1
Step 2
Step 3
Step 4
Step 5
Step 6
ELD
Reading
Step 1
Step 2
Step 3
Step 4
- Reads and understands simple graphic texts and highly visual informational and literary texts that relate to personal and classroom experiences.
- Reads and understands familiar and pre-taught vocabulary and uses cueing systems to decode unfamiliar words in simple sentences.
- Brings age-appropriate understanding of language concepts in their first language to reading in English.
- Begins to understand that different text forms are used for different purposes and audiences.
- Reflects on his/her growth as a reader.
- Demonstrates understanding by responding to simple questions about information from a highly visual text by using a combination of visuals, first language, and English.
- Makes connections by matching words and pictures.
- Uses concepts of English print (e.g. directionality of print, English alphabet, sound/symbol patterns, upper and lower case letters).
- Locates information in a text, using visual cues.
- Recognizes and comprehends high-frequency words in classroom contexts.
Select

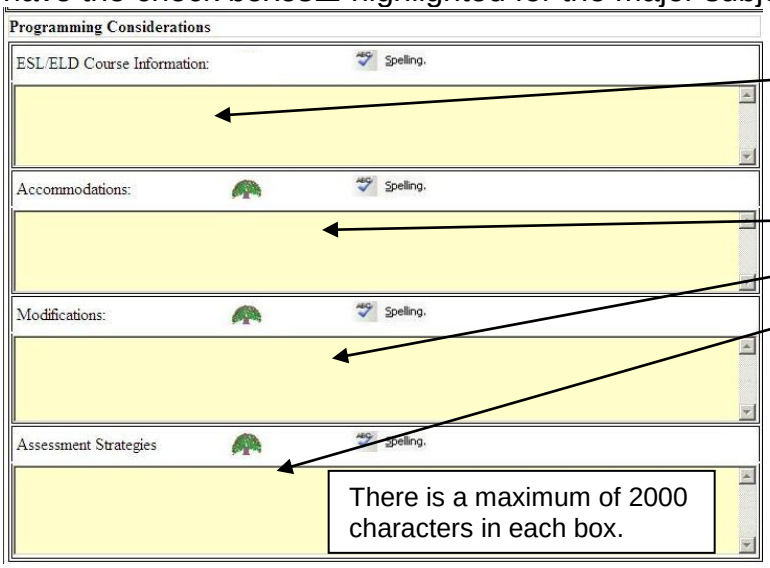
Click the level under the appropriate skills to drop down the descriptors, then click '**Select**' to copy each descriptor comment into the Form.

When complete, click the **"Copy Selected Comments…"** bar above to add the comments into the box. Do the same for each of the 3 skill areas. **Save & Submit** after completing the box for each skill area.

Section E ESL/ELD Programming Considerations - Course Information, Accommodations, Modifications & Assessment Strategies

This box details teaching strategies appropriate for this each students' ESL/ELD program. Students in *ESL/ELD A and B* would require **program modifications** to be noted, while all students including those in *ESL/ELD C - E* should have suitable comments noted regarding **program accommodations.** All students should have a description of the most appropriate **assessment strategies** noted for them as well. All descriptors can be input by pointing-and-clicking from the drop▾down menu button and copying to the Tracking Form. Teachers may alter, delete, or add to these comment boxes as well.

Please note that only students in the ESL/ELD program at **ESL/ELD A** and **B** should have the check boxes☑ highlighted for the major subject areas.



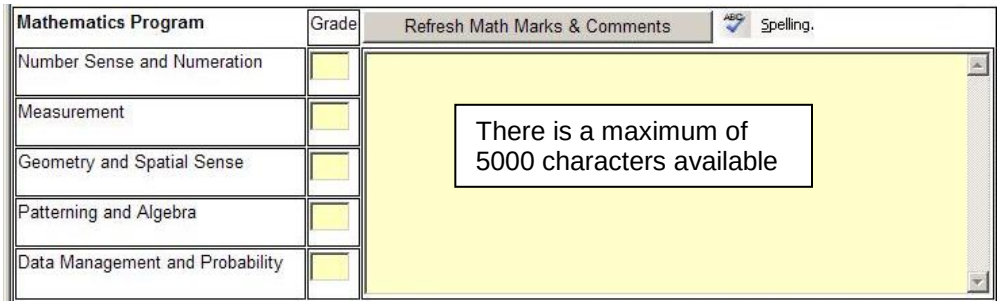
Note relevant ESL/ELD course information

Select the appropriate Accommodations and/or Modifications and Assessment Strategies from the drop▾down menu items. **Save & Submit** after each box.

For more information on any of these areas, teachers can review the secondary ESL/ELD curriculum at:
http://www.edu.gov.on.ca/eng/curriculum/secondary/esl912currb.pdf
or view the **Secondary Information Guide** (available under **Help**).

Section F Mathematics Program

This area of the form will automatically fill in all mathematics grades/marks and comments from the latest term of the student Report Card. ELL teachers may "Refresh" with the latest recorded information if required (from the previous term or year) using the **Refresh Math Marks and Comments** button.



After Saving & Submitting the completed form, ELL teachers are advised to save an electronic copy in an appropriately named ELL school file by clicking **Print** and selecting **Save**.

7. Secondary ELL Student Tracking Form

The next two pages outlines the **Secondary ELL Student Tracking Form** all ELL teachers should complete for each ELL student receiving support in an ESL and/or ELD program. Forms are completed *twice* each year:

- once at the beginning or when the student first arrives including the **Student Information, Initial Assessment** (reading, writing, oral and math), the **ESL/ELD Program Descriptors** (reading, writing, oral), and the **Programming Considerations** (teaching and assessment strategies) boxes are completed;
- and again at the end of the year. All previous boxes are updated in addition to the **Student Strengths, Needs and Next Steps** box (with subject teacher input), and the **Mathematics Program** box is refreshed with the most up to date information.

The final copy of the completed form is printed and included in each student's OSR in June.

8. Secondary ELL Student Tracking Form

COMPLETE AT BEGINNING AND END OF EACH SCHOOL YEAR
INCLUDE FINAL COPY IN STUDENT OSR

School			Date	
Student Name	Sex		DOB	Grade
Arrival Date in Canada	Country of Birth		Native Language(s)	
Designation **(ESL or ELD)**	Program Model		ESL/ELD Level	
Homeroom Teacher		ESL/ELD Teacher		
Principal/Designate		Other(s)		

Student Information, Strengths, Needs, Next Steps

Record special needs (physical or learning exceptionalities, social or emotional issues), special interests (aptitudes, abilities, skills), medical or educational services, immigration status or other family information, etc

Initial Assessment

Attach Orientation Centre Assessment results

Reading	Step	Writing	Step
Oral	**Step**	**Math**	**Step**

ESL/ELD Program Descriptors

Reading	Step	Writing	Step
Oral	**Step**	**Math**	**Step**

Please note: The ESL/ELD boxes should be checked on the student report card in cases where *modifications* have been made to course expectations. Students in ***ESL/ELD A or B level courses*** may require *modifications* be put in place for certain courses. The following statement appears for ESL/ELD students on *page 4* of the secondary report card if the student does require these *modifications*:

> ***"ESL/ELD - Achievement is based on expectations modified from the curriculum expectations for the course to support English language learning needs."***

Programming Considerations

ESL/ELD Course Information	*"Secondary ESL/ELD course placement:" Includes ESL/ELD Level and Program Model* Designation **(ESL or ELD),** Program Model, Level **(A-E)**
Accommodations (Note: *All* students are entitled to program accommodations)	*"The student may benefit from the following program accommodations:"*
Modifications(Note: Must be reported upon in the Student Report Card)	*"The student may benefit from the following program modifications:"*
Assessment Strategies	*"The student may benefit from the following assessment strategies:"*

Mathematics Program

Math Course	Grade	Automatically added from the Report Card